

College Student Intern Program (CSIP)
(UNPAID)
Strategic, Planning & Performance
Arlington, VA

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The USPS OIG is seeking students enrolled in college/university programs to fill our College Student Intern Program (CSIP) - (Unpaid) position on the Strategic Planning & Performance (SPP) Team located in Arlington, VA. SPP drives organizational strategy, analytics, and performance. This includes, but is not limited to, gathering and analyzing data and reporting results and conclusions. The intern will provide a wide range of technical and administrative support to the SPP program, including conducting guided research and data collection, creating materials such as data sets to support projects and reports, and providing basic office assistance.

The USPS OIG sponsors a College Student Intern Program (CSIP) that offers college students an opportunity to gain meaningful work experience while earning college credits. The program is offered nationwide.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and/or the experience, education and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on Friday, September 11, 2015 will be considered.

ELIGIBILITY REQUIREMENTS

CSIP opportunities are offered in partnership with colleges and universities that support such an activity as part of its degree program. If authorized by the student's college or university, course credits may be obtained if the intern receives an evaluation from the OIG that satisfies the student's college or university course credit requirements. Specific projects, with explicit goals will be agreed upon before the internship begins.

The internship may occur at any time during the calendar year. Student interns will not be paid during their internship. Student may apply to the CSIP even if their college or university does not participate in the CSIP; however, the student may not be able to receive course credit for this participation.

Only those candidates who meet all qualification and eligibility requirements and who submit a complete application package will be considered.

Must be a US Citizen

Must have a minimum of 30 semester hours or be listed as a sophomore, junior, senior, graduate student or law student

Must be in good standing with the college or university

Must be able to pass a drug screening

Must obtain and maintain a Minimum Background Investigation Clearance

Resume and College Student Intern Application (Attachment A)

Must submit a signed Educational Institution Agreement (Attachment B)

Must sign the Volunteer College Student Intern Agreement (Attachment C)

Must sign an Agreement for Non-Salaried Internship (Attachment D)

Must sign the Conflict of Interest and Non-Disclosure Statement (Attachment E)

Attachment G for additional requested documents

Please note that the duties and responsibilities associated with this position may vary based upon the area of assignment. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

The employee performs specialized administrative duties with continuing responsibility for projects, questions, or problems that arise in the area of assignment/curriculum. Each assignment typically consists of a series of related actions or decisions prior to final completion.

- Assist in strategic planning and driving organization performance.
- Addresses a wide variety of problems or situations common to the segment of the program or function to which the employee is assigned. Decisions or recommendations are based on the development and evaluation of information that comes from various sources.
- Identifies and studies factors or conditions and determines their interrelationships as appropriate to the defined area of work.
- Takes or recommends actions that are consistent with the objectives and requirements of the program or functions.
- Recognizes the dimensions of the problems involved, collects the necessary information, establishes the facts, and takes or recommends action based upon application or interpretation of established guidelines.
- Performs various administrative and miscellaneous clerical work in support of area of assignment/curriculum.
- Produce a variety of documents utilizing varied and advanced software functions, working from handwritten draft, edited copy, or electronic files created by another staff member.
- Store, retrieve, and print a variety of documents to include those requiring complex formats such as graphics or tables within text.
- Perform a variety of recordkeeping, reporting and informational duties.

EVALUATION FACTORS

Include your major accomplishments relevant to the evaluation factors in your resume.

- Skill in written and oral communications and ability to apply those skills in coordination and problem solving efforts.
- Skill in the use of personal computers and basic office software programs, including Microsoft Office.
- Experience using the Microsoft Office programs, including Word, Excel, and PowerPoint.
- Ability to work on a wide range of assignments/projects with many different people.
- Ability to work in a positive team environment.

DESIRABLE QUALIFICATIONS

- Experience with data collection and analysis.
- Experience conducting business, policy, or other research.
- Knowledge of SharePoint software.

Submit your application package to Pamela Childress at pchildress@uspsoig.gov via email by **11:59 pm EST Friday, October 23, 2015.**